



# INTRODUCTION TO FECFILE

## For Candidate Committees

The goal of today's presentation is to familiarize you with FECFile by providing you with a basic understanding of the program's fundamentals. You will learn how to effectively navigate the software, create reports, enter transactions, and provide all of the necessary information for your FEC filings.

*Please remember if you have any questions at any time, do not hesitate to ask!*

# WORKSHOP OUTLINE

## Part I: FECfile Basics (Getting Started Manual, p.2)

- A. Getting started with FECFile
  - Database layout
  - Tab names and purposes
  - Data location, importance of backups
  - Avoiding duplicate committee files
- B. Setting up your database
- C. Creating individual reports
  - Types of reports
  - Creating a Form 3
  - Electronic filing password

## Part II: Form 1 – Statement of Organization (p. 8)

- A. Treasurer Designation
  - Assistant Treasurer
- B. Affiliated Committees
  - Joint Fundraisers
- C. Bank Depositories
- D. Multiple Email Addresses
  - Amend Form 1 to update email address
- E. Changing Committee Address
- F. Report changes to registration information within 10 days

## Part III: Reporting Receipts (p. 16)

- A. Summary page, types of receipts reported on Schedule A
  - Itemization Thresholds
  - "This P.I" (This Period Itemized) and "This P.U" (This Period Unitemized)
- B. Individual and candidate contributions
  - Creating a new contact vs. using existing contact
  - Partnership contributions (Introduction to transaction splits)
- C. In-kind contributions
  - Automatically creates corresponding entry on Schedule B
- D. PAC and political committee contributions
  - Using the PAC Look-Up function
  - Unregistered committees

#### **Part IV: Reporting Disbursements (p. 22)**

- A. Types of disbursements reported on Schedule B
  - Itemization Thresholds
- B. Operating expenditures
- C. Staff reimbursements/credit card payments
  - Transaction splits (Itemization)
- D. Contributions to other federal candidate committees
- E. Contribution Refunds

#### **Part V: Reporting Loans and Debts (p. 24)**

- A. The difference between a debt and a loan
- B. Types of loans owed by committees
  - Personal funds loans
  - Loan not derived from the personal funds of the candidate or received directly from a bank or lending institution (Schedule C-1)
- C. Debts owed by committees
  - Report debts greater than \$500 or outstanding 60 days
- D. Payments on loans and debts
  - Payment of loan principal vs. interest
- E. Loan Forgiveness
  - Letter of loan forgiveness

#### **Part VI: Providing Additional Information**

- A. Miscellaneous Electronic Submission (Form 99)
- B. Memo Text on report, transactions
- C. Memo Text vs. Memo item

#### **Part VII: Filing Reports (p. 28)**

- A. Close
- B. Validate
- C. Preview, Print
- D. Upload
- E. Amend

#### **Part VIII: Advanced Topics**

- A. Form 6 - 48 Hour Notice of Contributions/Loans Received. (p. 18)
  - Creating a Form 6
  - Adding contributions to the Form 6
- B. Candidate In-kinds
- C. Redesignations/Reattributions (p.17)

## HELPFUL LINKS

### Electronic Filing Resources:

Help for Electronic Filers: manuals, tutorial videos, and links.

<http://www.fec.gov/support/index.shtml>

- Electronic Filing Password: <http://www.fec.gov/electfil/passwords.shtml>
- FAQs about Electronic Filing: [http://www.fec.gov/support/faq\\_filing.shtml](http://www.fec.gov/support/faq_filing.shtml)
- FAQs about FECFile: [http://www.fec.gov/support/faq\\_soft.shtml](http://www.fec.gov/support/faq_soft.shtml)
- Validation Errors: [http://www.fec.gov/support/faq\\_valid.shtml](http://www.fec.gov/support/faq_valid.shtml)
- Upload Errors: [http://www.fec.gov/support/faq\\_parser.shtml](http://www.fec.gov/support/faq_parser.shtml)
- Common E-filing Mistakes: <http://www.fec.gov/electfil/mistakes.shtml>

Online Webforms: <https://webforms.fec.gov/>

### Reporting Resources:

Candidate Guides: <http://www.fec.gov/info/publications.shtml#guides>

Reporting Dates: [http://www.fec.gov/info/report\\_dates.shtml](http://www.fec.gov/info/report_dates.shtml)

Reports Analysis Division: <http://www.fec.gov/rad/>

FAQs Page: <http://www.fec.gov/ans/answers.shtml>

- FAQs for Candidate Committees:  
[http://www.fec.gov/ans/answers\\_candidate.shtml](http://www.fec.gov/ans/answers_candidate.shtml)